

John Brown Elementary Parents and Teachers United Bylaws

Article I: NAME

The name of this Organization is John Brown Elementary Parents and Teachers United, also known as JBE PTU.

Article II: ARTICLES OF ORGANIZATION

These Bylaws are held in trust by the Principal of John Brown Elementary and the elected officers of JBE PTU.

Article III: PURPOSES

Section 1. Mission Statement

- a. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of children and youth.
- b. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in mental, physical, and social education.
- c. To promote the welfare of children and youth in home, school, community.
- d. To endorse and support adequate laws for the care and protection of children and youth.

Section 2. The Objects of this association are promoted, in cooperation with JBE staff, parents and their children attending JBE; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any Federal tax code (hereinafter "Internal Revenue Code").

Article IV: BASIC POLICIES

The following are basic policies of this PTU.

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not -- directly or indirectly -- participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article V: MEMBERSHIP AND DUES

Section 1. Every parent/guardian of a child attending JBE and the staff of JBE are members of this PTU and are entitled to benefit from said membership as outlined herein.

Section 2. Membership in this local PTU shall be made available without regard to race, color, creed, sexual orientation or national origin.

Section 4. As an independent organization not affiliated with any larger body of PTU or PTA, dues are not collected.

Section 5. Only members of this local PTU unit shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

Section 6. The membership year for JBE PTU shall be September 1 through August 31.

Section 7. A new member's rights and duties shall be active as early as the July prior to the beginning of the membership year.

Article VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of this PTU, and the President must be a parent of a student enrolled at John Brown Elementary at time of election.

Section 2. The officers of this organization shall consist of a president, a vice-president, a secretary, and a treasurer.

Section 2a. President may be represented by Co-Presidents as long as one of those is a parent and they are elected while running as Co-Presidents on the voting ballot.

Section 3. Officers shall be elected by ballot in the month of April. Ballots shall only be distributed to members attending the April PTU Meeting. If there is but one nominee for any office, election for that office may be by voice vote.

Section 4. Proxy voting is prohibited.

Section 5. Officers shall assume their official duties following the close of the annual meeting in May or June and shall serve for a term of one (1) year or until their successors are elected.

Section 7. NOMINATING COMMITTEE

- a. There shall be a nominating committee composed of three (3) members who shall be elected by this PTU at a regular meeting at least two (2) months prior to the election of officers. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a general meeting in March, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 8. VACANCIES A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

Article VII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of the association;
- b. appoint and remove chair of standing and special committees and a parliamentarian, subject to the approval of the elected officers;
- c. be a member ex officio of all committees except the nominating committee; and
- d. coordinate the work of the officers and committees of the association in order that the Objects be promoted.

Section 2. The vice-president shall:

- a. act as aide to the president; and

b. perform the duties of the president in the absence or inability of that officer to act.

Section 3. The secretary shall:

- a. record the minutes of all meetings of the association and submit them to the Principal for posting on the John Brown Elementary Website;
- b. have a current copy of the bylaws;
- c. maintain a membership list; and
- d. perform other duties as assigned.

Section 4. The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. have the checks or vouchers signed by two persons, the treasurer and one other officer;
- e. present a financial statement at every meeting of the association and at other times as may be requested by the executive board;
- f. make a full report at the meeting at which new officers officially assume their duties (the annual meeting);
- g. be responsible for the maintenance of such books of account and records.
- h. submit the records annually, upon resignation, or upon the request of the executive board to an auditing committee appointed by the executive board.

Section 5. No two members of the same family may preside on the signature card for this PTU bank account.

Section 6. Upon the expiration of the term of office or a resignation, out-going officers shall promptly turn over to the president, all funds, records, books, and other materials pertaining to the office.

Article VIII: EXECUTIVE BOARD

Section 1. The executive board shall consist of the officers of the association and the chair of standing committees. The parliamentarian (if one has been appointed) shall be a non-voting member.

Section 2. A PTU member shall not serve as a voting member of a constituent organization's board on the local, council, region, state, or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 3. The executive board shall:

- a. transact necessary business in the intervals between association meetings and such other business as may be referred by the association;
- b. create standing and special committees;
- c. approve the plans of work of the standing committees;
- d. present a report at the regular meetings of the association;
- e. prepare and submit to the association for adoption a budget for the year; and
- f. approve routine bills within the limits of the budget.

Section 4. AUDITS

- a. The treasurer's accounts shall be examined annually by an auditing committee at least two weeks before the annual meeting at which new officers are installed.
- b. The treasurer's accounts shall be examined by an auditing committee upon resignation of the treasurer and at any time it is deemed necessary by the executive board.
- c. When necessary, the executive board shall select an auditing committee of not fewer than three (3) individuals (who need not be members). The treasurer shall not serve on the auditing committee, but may meet with the committee to assist with the examination. The members of the auditing committee shall sign and submit, to the president, a statement noting the findings of the audit when the examination of the books is complete.

Section 5. Regular meetings of the executive board shall be held during the year, the time to be fixed by the board at its first meeting of the year. A majority of the

executive board members will constitute a quorum. Special meetings of the executive board may be called by the president or by three (3) members of the board, three (3) days notice having been given.

Article IX: MEETINGS

Section 1. Regular meetings of this organization shall be held monthly during the school year, unless otherwise scheduled by a vote of the membership. Seven (7) days notice must be given of a change in meeting dates or times.

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, seven (7) days notice having been given.

Section 3. The final reports of the committee chairpersons and the installation of new officers shall be presented at the annual meeting which shall be held in April.

Section 4. Members present shall constitute a quorum for transaction of business in any meeting of this association.

Article X: COMMITTEES

Section 1. The executive board may create such standing committees as it may deem necessary to promote the PTU Objects and carry on the work of the association.

Section 2. Only members of the association shall be eligible to serve as voting members of a committee.

Section 3. The chair of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 4. The president shall be a member ex officio of all committees except the nominating committee.

Article XI: FISCAL YEAR

The fiscal year of this local PTU unit shall begin July 1 and end June 30.

Article XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the JBE PTU and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XIII: AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of this association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous general meeting.

Section 2. GENERAL REVISIONS A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general meeting of the association, or by a two-thirds vote of the executive board.